



# Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:

## **DRIVER**

**TYPE OF CONTRACT: Personal Services Contract**

### **BASIC FUNCTION OF POSITION**

The Chauffeur is responsible for the safe operation of motor vehicles to transport passengers, i.e. Peace Corps Staff, volunteers and visitors in accordance with Peace Corps (PC) vehicle policies.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. Driving (80%)**

- Drives Peace Corps Staff, Volunteers and Guests safely and efficiently to various official destinations, mostly within Luzon.
- Ensures all passengers use seatbelts.
- Practices safe driving methods ensuring safety of passengers, other vehicles and pedestrians.
- Ensures that the vehicle possess the necessary documents for travel including vehicle notice tags required by PC.
- Performs messenger duties for the office.
- Completes daily vehicle logs.
- Assists staff being chauffeured with any additional tasks which may be required when driving (i.e. Market survey, housing checklist, etc.) on extended trips outside Metro Manila.
- Ensures that vehicle has adequate tools and fuel supply before and after each travel.
- Preparation of document for accident reports.
- Plan scheduled trip accordingly and be pro-active in knowing updates or changes regarding vehicle schedule.

#### **2. Vehicle Maintenance (10%)**

- Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature.
- Ensures that vehicle assigned to him has adequate tools, spare parts, cleaning materials and other supplies needed.
- Report immediately in writing any mechanical problems or damage to the vehicle.

- Conduct daily routine inspection of vehicle to make sure it is in good working condition and will run smoothly
- Make sure vehicle is routinely checked by the office mechanic and functioning well before each trip.
- Weekly entry of required data in the vehicle maintenance electronic logs. .

### 3. General Support (10%)

- Act as **back-up** dispatcher of vehicles which entails the following duties:
  - a. Accepts vehicle requests and assign drivers for each trip. Sees to it that all vehicle requests are met and vehicles and drivers are dispatched on a timely manner.
  - b. Deals tactfully and patiently with Peace Corps volunteers and staff regarding vehicle requests.
  - c. Schedules travel requests in accordance with PC regulations including the Driver's 10 hour policy (per SHEMA Vehicle Safety Management Program).
  - d. Responsible in maintenance and updating the Outlook Vehicle Calendar which serves as the public reference of the vehicle schedule.
  - e. Coordinates with all PC staff their vehicle requests and if possible schedules all requests within the same route.
  - f. Collects and submits vehicle logs for the General Services Coordinator (GSC) and Director for Management and Operations (DMO) weekly review.
  - g. Efficient and responsible handling and safekeeping of records both electronic and hard copies, compliant with Peace Corps Record Management policies and procedures.
- Provides **non-driving** assistance to other General Services Staff **during downtime** such as :
  - a. Assists the Mail Clerk in preparation and delivery
  - b. Assists the Custodian in preparation of facilities during events.
  - c. Acts as secondary **Inventory Clerk**- conduct the sighting of PC property using the Bar tracks scanner during Annual & Semi-Annual Inventory.
  - d. Assists in hauling and moving furniture and equipment as directed.
  - e. Serves as back-up of Mail Clerk in messenger tasks such as submission of reports & payments to SSS, Pag-Ibig and Philhealth
- Performs other functions as may be assigned by supervisor which are related to primary function.

### Safety & Security duties per SSI 110, dated May 2014

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

## **INHERENTLY GOVERNMENTAL FUNCTION (IGF)**

**May be designated a sub-cashier.** (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. **(See MS 760 and OFMH 13)**

## **TRAVEL OUTSIDE OF COUNTRY (TDY)**

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of a vocational course.
- b. **Prior Work Experience:**
  - At least 7 years driving experience (Minimum age should be 25 years old);
  - Possession of Philippine Professional drivers' license of not less than 2 years;
  - Two to four years of progressively responsible experience with the US Government Agency a plus;
  - Successful experience working with international organizations a plus.
- c. **Post Entry Training:** Defensive driving training, Basic Computer Training
- d. **Language Proficiency:** At least Level 3 English & Tagalog (Written & Oral).
- e. **Job Knowledge:** Good knowledge on various Metro Manila and Luzon driving routes and locations. Knowledgeable in reading maps, including operation of GPS unit. Has learning capabilities to perform other miscellaneous operational functions such as property inventory, photocopying, binding. Also should be able to place the highest priority on providing friendly, prompt and efficient service and support to Peace Corps Philippines Trainees, Volunteers, and staff. Functions successfully as a team member assuring that at all times colleagues are fully informed about items falling within their area of responsibility. Offers complete cooperation to colleagues, Trainees, and Volunteers. Models professional and transparent business practices.
- f. **Skills and Abilities:**
  - Familiar with operation of 4 wheel drive cars and commuter vans.
  - Knowledge in basic trouble shooting.
  - Cognizant of local driving laws and regulations.
  - Knowledge in accident protocol.
  - Ability to maintain high levels of professionalism and confidentiality.
  - Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet. Familiarity with data management software a plus.

## POSITION ELEMENTS

- a. Supervision Received:  
The incumbent is supervised directly by the Director of Management & Operations (DMO). Routine work is coordinated by GSC and to be done with minimal instruction or supervision. For new, difficult, or unusual tasks, GSC gives specific directions on objectives and procedures. GSC reviews finished work for accuracy, correct procedure, and timeliness. The incumbent is expected to take the initiative to meet established deadlines.
- b. Supervision Exercised:  
none
- c. Available Guidelines:  
Peace Corps Manual and PCP Simple Guide for Vehicle Operators
- d. Exercise of Judgment:  
Limited exercises of judgment within the confines of job responsibilities.
- e. Time Expected to Reach Full Performance Level:  
Two years

## **SALARY AND BENEFITS:**

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

## PROCEDURES FOR APPLICATION:

### **1) Application letter:**

Candidates' application letters must describe how their qualifications meet the position criteria.

### **2) Comprehensive CV:**

Qualifications, previous duties, responsibilities and accomplishments listed in the comprehensive resume/CV must all be verifiable. Application documents would best be in Adobe or PDF format of **not more than 10MB**. Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to **vacancy@ph.peacecorps.gov**. **NB: All applications are due by Friday, October 30, 2015 by 5pm.** Due to the volume of inquiries, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.